VMR-VRO GUIDELINES -
CONSOLIDATION

Checklist Reference - None

Consolidation actually refers to numerous scenarios that are encountered during the maintenance of the database. These scenarios include but are not limited to:
- The clean up of duplicate vendors
- Correcting TIN numbers
- Correcting TIN types
- A company is purchased by another company

How will I be notified of these changes to the database?
An Excel spreadsheet with the consolidation information is sent to the higher ed VMRs, the state po administrators, and the state ap users on a weekly basis.

What will the spreadsheet contain?
The spreadsheet will contain:
- Vendors who have been inactivated;
- Vendors who have been inactivated and replaced with a new vendor number, which would include those who have:
  - Name changes
  - TIN changes
  - TIN type changes

What should I do with the spreadsheet when I receive it?
This listing is for your reference.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.